

## ESD Safety Committee Meeting 9/10/08: Minutes

Attending: Don Depaolo, Vivi Fissekidou, Tim Kneafsey, Maryann Villavert, Paul Cook, Seiji Nakagawa, Todd Wood, Nic Spycher, Jil Geller

Earthquake Safety – should we assess what we have done since Lab informed staff of risks of certain buildings (bldgs 14, 70, possibly 64). Should this be incorporated into ESD's self assessment? What should we do to ensure staff has protected themselves and their equipment to extent possible.

MESH review – ESD has not received official report, but Vivi's impression is that MESH team is concerned about how new employees know about ESD's and Lab's ES&H requirements, and whether the safety coordinator took too much responsibility away from the supervisors.

- ✓ New employees: In our discussion it was proposed that all new employees and their supervisors meet with Vivi to review requirements. This should be put in ESD's ISM Plan. Maryann will review with HR the new employee checklist which is on ESD's website. We also discussed having an ESD-specific ES&H class, like JGI does for its employees; a class-room presentation could be held every six months, and/or this could be developed into an online course. The large number of acronyms make it very difficult for most employees to understand ES&H requirements.
- ✓ Role of safety coordinator: There are still supervisors who do not take responsibility to ensure their staff have completed required training. Achieving ESD's current 89% JHA completion, and 82% training completion rates has required multiple reminders from Vivi to both staff and their supervisors. The Lab is striving to meet the goal of 90% JHA completion by Sept 30, and safety coordinators are being pressured to make sure their divisions meet the requirement.

ESD's Self Assessment – Vivi reviewed the self-assessment template of topics, including training, ISM revision. ESD did a lot of work to update the CMS, and Lab Safety Primers were updated before the MESH review. We discussed new items that could be included in ESD's self assessment, including assessment of the Safety Coordinator, Safety Committee and line management from Division Director on down with respect to ESD's implementation of it's safety program and ISM. We discussed how to solicit feedback from the safety committee and division council on the safety coordinator's performance and areas for improvement. One possibility is to provide a list of a few criteria to use in the evaluation.

Evaluation of Safety Committee – Need more interaction and participation. Other divisions have more senior staff and management (and consequently decision-makers) on their safety committees. This is also a concern of SRC. Don proposed that the Department Heads join the committee, and be required to attend at least six meetings/year. Don encouraged Vivi to ask members for assistance with self assessment (such as checking safety walkaround logs, LLPI program).

Lock out/Tag out (LOTO)– Vivi sent out memo from Dr. Chu about the requirements for all equipment having more than one energy source or stored energy (computer equipment exempt). Need to evaluate what equipment in ESD should be in the LOTO program. Vivi will use the

Hazardous Equipment list as a basis, and send criteria to PIs and get their feedback. Keith Gershon could help resolve questionable items.

Consequences of poor ES&H performance – Needed to motivate some people to comply with ES&H requirements (e.g. training completion, performing line management requirements). Meeting ES&H requirements should impact performance evaluation, as does other work, but this needs to be a Lab-wide policy and discussed at the DD meetings. Current PRD form only includes one check box. HR people should be invited to the next safety committee meeting to discuss possible consequences that could be implemented regarding safety performance, such as deferring merit raises until training is completed. Need to identify specific criteria so that reporting of ES&H incidents is not pushed underground.

Prescription safety glasses – Don is concerned about staff who require prescription glasses and use non-prescription safety glasses compromise safety by not being able to see clearly. Anyone who requires corrective eyewear and safety glasses for work should get prescription safety glasses from Medical Services.

#### ACRONYMS

CMS Chemical Management System

ES&H environmental safety and health

HR Human Resources

ISM Integrated Safety Management

JGI Joint Genome Institute

JHA Job Hazard Questionnaire

MESH Management of Environmental Safety and Health

PRD Performance Review and Development

SRC Safety Review Committee